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**MINUTES OF THE DISCOVERY SCHOOL**

**FULL GOVERNING BODY MONDAY 1st FEBRUARY 2021**

**This meeting was held virtually due to the coronavirus pandemic.**

**PRESENT**

Miss Tina Gobell (Head Teacher)

Mrs Annabel Cornall (Chair and Parent Governor)

Mrs Catriona Stringer (Vice Chair and Co-opted Governor)

Louise Connelly (Parent Governor)

Mr Dave Waller (LA Governor)

Mrs June Budd (Co-opted Governor)

Mrs Michelle Dewhurst (Co-opted Governor)

**In Attendance**  Miss Jenny Baker - Deputy Head Teacher (DHT)

**Clerk** - Mrs J Roe

**Apologies** Dr T Ivanov, Mr Tony Steel, Mr Roland Parrott

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| **ITEM NO** | **ITEM FOR DISCUSSION** | **ACTION POINT** |
| **PROCEDURAL** | | |
| **1** | **WELCOME AND APOLOGIES FOR ABSENCE**   * 1. The Chair opened the meeting by welcoming Michelle Dewhurst and June Budd to the FGB in their capacity as newly appointed Co-opted governors. Members of the FGB introduced themselves to the new governors.   2. Apologies were received and accepted from Roland Parrott, Tony Steel and Tina Ivanov. Governors were mindful that it was the anniversary of the passing of Fiona, RP’s wife and expressed their best wishes to him and his family.   3. The meeting was quorate |  |
| 2. | **REGISTER OF BUSINESS INTERESTS**  The Register of Business Interests was up to date. No business interests were declared. |  |
| 3 | **FINANCE AND BUDGET.**  In the absence of the School Business Manager (SBM) and Chair of the Finance Committee, DW provided a verbal report from the Finance Committee meeting of 14.01.2021. The minutes for this meeting and associated documents are filed within the Finance Committee meeting folder.  The overall position was that the carry forward had deteriorated since the six monthly monitoring as a result of the Covid pandemic. However, from the information provided by the HT and the SBM the Finance Committee were confident that the school was in a good position compared to other schools.  The committee had discussed how the Covid catch up funding had been spent and the impact of this will be discussed later on within this meeting.  The Finance Committee were happy with how the PPG funding had been spent. However, due to the pandemic it had been difficult to allocate the PE funding. However, there were ideas on how this would be spent in the future.  Governors would be reviewing benchmarking at their next committee meeting in March. They would be purchasing the data as it was felt this simplified matters and made best use of the SBM’s time.  The committee had discussed some issues that had arisen with one of the vendors, Caterlink and this was something that would be ongoing.  The SFVS would be reviewed at the March meeting.  The HT commented that at the start of the financial year the carry forward figure was £115,000 (one hundred and fifteen thousand pounds) and is currently standing at £82,000 (eighty two thousand pounds). The in-year deficit position is still positive, and the variation equates to the lost income of £50,000 (fifty thousand pounds) from the Breakfast and After School clubs due to the lockdowns. Before Christmas the After School club income had been back on track to where it was anticipated to be, but the lockdown was why this figure had dropped again.  The HT, DHT and SBM were closely monitoring the situation but did not feel there was any risk to the budget moving forward even with the new funding formula. The only caveat would be when the school re-opened what the impact would be on staffing as prior to Christmas staff absence had been high due to staff isolating and close contact. Governors were reminded by the HT that the carry forward within the budget is for such contingencies. Thanks were expressed to the SBM for her prudent financial monitoring. | **SFVS for review at March Finance mtg** |
| 4 | 4.1 **MINUTES OF THE PREVIOUS MEETING** The minutes from the FGB meeting of 19.10.20 had been circulated prior to the meeting and were agreed to be a true record of the meeting. These will be signed by the CoG when meetings resume in school.  4.2. **GOVERNOR ACTIONS.**  3. Six monthly monitoring Report - This had been circulated to all members of the FGB.  4. FGB minutes to be signed when meetings resume in school.  4. BMT to circulate monitoring reports and review School’s Finance and Business Plan - The clerk informed the FGB that this was ongoing.  4. Governor Visit Policy – This had been circulated along with the Governor Visit Form. The HT thanked the DHT for her input in updating the Governor Visit Form.  4. Laser Lighting – RP to contact Tom Tugendhat re Parliamentary Report. This had been discussed and recorded at the Finance Committee meeting on 14.01.21. As there would be no financial recompense and it was only a matter of principle it had been agreed to not pursue this further.  4 H&S Monitoring pair to circulate monitoring report on H&S Policy and associated documentation. As the H&S governors had offered their apologies for the meeting this action will carry forward to the next FGB .  4. CoG to meet with newly appointed Co-opted Governors – achieved.  4. Terms of Reference to be updated to reflect adoption of Hybrid model of Governance - Circulated to FGB prior to meeting. Approved by FGB. Copy stored with these minutes.  4. H&S walkabout monitoring report – this had been circulated prior to the meeting and a copy stored with these minutes.  5. Clerk’s PM review – The CoG had met virtually with the Clerk and carried out her PM review.  6. Single Central record monitoring report - This had been circulated and a copy is stored with these minutes. The Safeguarding governor commented that she would carry out another review when the school re-opened.  The HT informed governors that the school had purchased an on-line Safeguarding course for governors and asked all governors to complete this by Easter. The link for the course will be forwarded by the HT. Governors were reminded that Safeguarding training is a statutory requirement.  8. Myako training - The Clerk updated governors on the Myako training and reminded them that this was a voluntary tool they could use to expand their knowledge.  12. Governors to receive data on difference between key worker and non-key worker children’s progress during lockdown. The Quality of Learning and Education monitoring governors had met with the DHT and it was felt that this was not the best use of data analysis and would be very time consuming. The DHT commented that she was looking at the data from September to December to review the progress made for all pupils and would be sharing this with the Teaching and Learning monitoring governors.  12. EIS contract information - Governors were delighted to learn from the HT that the school had been able to terminate their contract with EIS and would be moving over to the London Grid for Learning at Easter. The issue around terminating the contract had arisen as EIS were halfway through migrating the School over to Windows 365 when the pandemic and lockdown occurred and as a result, they refused to come into school to complete the work. The migration was eventually completed during the October half term which had allowed the School to escalate a complaint to release them from the contract. The CoG thanked all those involved for their hard work.  13. Curriculum Policy – Quality of Education monitoring governor to discuss with DHT. The Q of E monitoring governor had met with the DHT and had reviewed and discussed the Curriculum Policy. Paying particular focus to the remote learning element of the policy, in light of another national lockdown.  13. FGB to seek view of parents/carers/pupils through wellbeing questionnaire. Due to the current lockdown, it had been agreed to postpone this to a later date.  14. LA governor to report on Community Engagement. – Agenda item 16.  21. Finance Committee to set meetings for remainder of School year. The Clerk confirmed that this action had been carried out. | **Minutes to be signed by CoG when mtgs resume in sch**  **Finance Committee to review Finance and Business Plan**  **H&S Monitoring to provide monitoring report**  **CP governors online course to be completed by ALL FGB Easter 2021.**  **Wellbeing questionnaire ongoing.** |
| 5 | **GOVERNING BODY MATTERS.**  The CoG was delighted to report that RP had expressed an interest in continuing with another term of office as Co-opted governor. His expertise and knowledge is a great asset to the FGB, and he was unanimously re-elected by the FGB. |  |
| 6 | **GOVERNING BODY MONITORING VISITS**  Leadership & Management The L&S monitoring pair had met with the School Improvement Advisor (SIA). To be covered under item 10, Head Teacher’s Report.  Behaviours, Attitudes and Personal Development Although there had been no monitoring visit within school due to the lockdown, a governor was mindful of the best way forward in monitoring this area and suggested sending appropriate questions into school staff.  Safeguarding The Safeguarding governor asked for clarification with relation to Child protection referrals. The HT confirmed that the governors role was not to be involved with individual cases but to challenge that the steps taken by the School were appropriate to ensure that the correct safeguarding actions were taken by other agencies.  Early Years Foundation Stage (EYFS). The EYFS monitoring governors had reviewed the remote learning provision in early years and general benchmarking (benchmarking was a SIA action) and had felt very reassured by the level of detail that had been applied to profile the year group. It was noted that despite missing some of their pre-schooling due to the pandemic, this cohort were seen to be able to interact and play with their peers. It was noted that staff would be spending time on fine motor skills as this would be something else that this cohort would have likely to have missed out on with not attending a pre-school setting due to the pandemic.  At the visit governors had noted that the school had re-invested in Speech link which would help those EYFS pupils with speech and language needs. The monitoring pair commented on what an inspiring visit it had been and congratulated the EYFS staff.  Quality of Education The monitoring pair reported that they had a lengthy meeting with the DHT and had felt assured around the level of provision that had been put in place to really identify the gaps in learning and how these gaps were being addressed whilst continuing to develop the curriculum. Thanks were expressed to the DHT.  SEND The SEND governor had received a very informative report which had shown that the percentage of pupils requiring SEND is 6% (41 pupils) with the national average being 12%. For pupils with an Educational Health Care Plan (EHCP) the percentage is 1.1% (7 pupils) versus 3.3% nationally. However, the SEND governor informed governors that although the number is low this is not because there are not the pupils who need the support but because the school puts excellent support in place if they identify any additional needs and this is accommodated due to the excellent general provision provided.  The Inclusion Manager had drawn up a document to highlight how those pupils with SEND are being supported in lockdown. The majority of these pupils are attending school but those who aren’t receive a daily telephone call so there is constant contact. Where appropriate the SENCo is delivering 1:1 support through Microsoft Teams. However, some interventions such as SALT can only be carried out in groups so cannot be delivered remotely due to GDPR. It was noted that the SENCo and Inclusion Manager were aware of what had not been provided to these pupils during lockdown but would ensure that these would be re-started once school re-opened.  The SEND governor referred to a DfE report which had shown SEN pupils miss out during lockdown as they may not be able to engage with the learning. Thanks were expressed to the Inclusion Manager and the SENCo for their hard work so that this inability to engage was not a characteristic at The Discovery School. |  |
| 7 | **GOVERNOR TRAINING AND DEVELOPMENT**  The clerk reminded governors that if they were unable to attend any online training, they had booked through Edu Kent to ensure they cancelled their place as otherwise the School would incur a charge. |  |
| 8 | **HEAD TEACHER’S PERFORMANCE MANAGEMENT** It was agreed to discuss this at the end of the meeting to enable the staff governor and HT to leave the meeting. This item will be recorded under Confidential items part 2 of these minutes. |  |
| **SCHOOL IMPROVEMENT** | | |
| 9 | **SCHOOL IMPROVEMENT PLAN**  The HT commented that this was very difficult to review due to the current lockdown circumstances. Governors learned that term 1 went smoothly as far as the targets were concerned. However, term 2 was disjointed with pupils being sent home and staff absent so the focus had been more on day to day troubleshooting in extremely challenging circumstances. Indeed, this is continuing following on from the January lockdown.    Ordinarily governors would be part of the review of the SIP but because of this extraordinary circumstances the review has been carried out by the Senior Leadership Team (SLT). Governors learned that the majority of targets from the term 2 milestones carried over into terms 3 and 4, with some may having to be carried out in terms 5 and 6. The HT said that realistically because of the ongoing situation governors need to be aware that some of the priorities may need to change as other priorities may come to the fore because of the disruption.  Governors learned from the head teacher that the SLT had followed the monitoring timetable for term 1 and all indicators were positive. The HT had set out in her HT report her evaluation using the Ofsted inspection framework and was confident that none of the judgements had changed. .  The CoG commented that the SIP should form the focus of governor monitoring. Last week the Department for Education (DfE) had created a document on Remote Learning which the HT and CoG had reviewed. It suggested that beneficial monitoring would look at a range of varying aspects and not just the curriculum. The CoG and HT would work on creating a document which would encourage suggested questioning and activities for each monitoring pair that would align to the SIP. The CoG stressed the importance of governors being supportive of the school. The HT reminded governors that currently all monitoring would have to be carried out remotely.  The DHT asked governors to be mindful that staff are under considerable pressure with their existing workload and to be considerate of this when posing monitoring questions. | **CoG/HT to review monitoring to align with SIP priorities and targets** |
| 10 | **HEAD TEACHER’S REPORT**  The HT report had been circulated prior to the meeting. A copy of this is stored with these minutes. Governors learned that School Improvement Advisor (SIA) visits had been suspended. However, the HT and DHT had negotiated a visit for the SIP (who is also a registered Ofsted Inspector) to come in and meet with themselves and Jane Wilce, Assistant Head Teacher, to coach them around the initial Ofsted phone call. There had been a follow up visit with the Chair and Vice Chair of Governors to advise them on the questions that governors maybe asked by Ofsted. This will be disseminated to all governors. Governors were reminded that prior to Christmas there was to be some Ofsted coaching which had to be postponed due to the lockdown, but at the appropriate time the FGB will start working through the questions.  **Policies and procedures**  All policies had been circulated prior to governors prior to the meeting and copies are stored with these minutes.   * Redundancy and Restructure Policy - The HT had used the KCC model policy which had been consulted on with unions. Governors were asked to refer to page 27 to determine which of the two options they would like to adopt. After discussion governors voted unanimously for option 2, delegating authority to a panel of governors in the form of a redundancy/restructure panel**. The FGB agreed to adopt and ratify the Redundancy and Restructure Policy.** * Pay Policy – It had been noted at the Pay Committee meeting that the non-cash awards for staff had been omitted from the policy. The Pay Committee had been keen to have this re-inserted and had asked the HT to take advice from the School’s HR Consultant. As a result of this decision being approved via email by the Pay Committee the HT had amended the Policy to include staff cash awards. The FGB agreed and approved the Pay Policy. * Charging and Remissions – This had been recommended by the Finance Committee for FGB approval. The FGB agreed and approved the Charging and Remissions Policy. * Bereavement and Loss - This policy did not need FGB approval, but the HT wanted to make the FGB aware that the Head of Inclusion was reviewing the policy in greater depth to ensure that it reflects best practice to support pupils through the pandemic. * Governor Visits Policy - A small addendum had been added to reflect the current restrictions in place on visits into schools as a result of the Coronavirus. The policy was approved by the FGB. * Recruitment Policy – The School had adopted the KCC model policy. This was agreed and approved by the FGB.   **Pupil numbers**  Governors were reminded that 18 months ago the school had 604 pupils on roll as a result of two years of a low intake in Year R. The pupil roll currently stands at 624 pupils with KS2 and EYFS having no unallocated spaces. There is additional capacity for 14 pupils in KS1 with the school currently carrying 6 unallocated spaces overall. Years 3,4,5 and 6 have over the 30 pupils per class and Year 2 is almost full. The current year 2 is the cohort that originally had low numbers in Year R.  The HT explained that she was concerned on what the Year R intake for September 2021 would look like. Last year the school had a very successful marketing campaign which had resulted in the Year R classes being full but the pandemic had put restrictions on how the school could achieve this for the September 2021 cohort. The HT was also mindful that some parents may choose to defer their child’s place if they were summer born, having missed out on some of their early years provision. The school will know by the end of March what their allocated numbers would be.  A governor commented that she thought that the school had achieved a good balance with the virtual tour and having small groups of parents into the school. She felt it had been inventive but safe and a good way to welcome parents.  The HT informed governors that Year 6 pupils had sent a handwritten Christmas card to all the prospective parents who had shown an interest in the School. Governors agreed that this was a really nice personal touch.  A governor asked the HT to clarify how the visits had worked for parents coming into the School. The HT commented that they entered through the hall door located outside of the main building. There were 20 adults per visit and all seated socially distanced from each other. The visits comprised of the HT delivering a short presentation followed with the video tour and then opportunities for parents to ask any questions. Prior to lockdown there had been 2 tours but the 2 additional tours planned had to be cancelled. There had been very positive feedback from the parents who had attended.  **Attendance**  Governors agreed with the HT that there was lots to celebrate in terms of attendance with it reaching almost 98%. In the final week of term attendance dropped to 72% as parents were understandably concerned about sending pupils in to limit their exposure to Coronavirus before Christmas. Governors were pleased to learn that at the end of Term 2 the cumulative attendance was 97.1%. This was well above the national average attendance pre pandemic.  A governor commented that these figures reflected the confidence the parents had in the School.  **Health & Safety**  A governor questioned how staff felt wearing masks all day. The HT confirmed that DfE guidance was that they should not be worn in the classroom as they were seen as a barrier to learning and also not very hygienic. However, staff were understandably anxious, and the school had purchased some clear visors for staff to wear. Staff were asked to wear masks in all staff areas and corridors, although this was not compulsory.  **Remote learning**  The HT expressed her concern at the large numbers of key worker children attending the school. There were currently 120 attending. The school has 44 PPG children and had loaned out the supply of IPADS that they had. There were an additional 12 on order. The HT explained that it was becoming increasingly challenging as children were entitled to attend school as a vulnerable pupil if they did not have a quiet place to learn. This was posing an additional risk as class sizes were increasing which would mean that there would need to be additional support with teachers coming in on a rota basis. This would then impact on the home learning.  A governor questioned why the numbers were higher in this lockdown than the first lockdown in 2020. The HT informed governors that the list of eligible pupils is much broader and includes the caveat that pupils are considered vulnerable if they do not have a quiet place to learn at home. The HT was concerned that if the numbers continue to increase, pupils may have to be prioritised as otherwise it would have a detrimental effect on the children.  A governor asked about the access to internet and whether this was also an issue. The HT said that the school could apply to the DfE to provide mobile access, but had been advised by the IT Manager that this would not be useful and could cause additional problems. The school were looking at ways of remedying this. The pre-recorded lessons are advocated by Ofsted as fulfilling best practice. The videos are converted to You Tube so they run more smoothly.  The HT reminded governors that it was important to consider the work life balance for teaching staff. English and Maths are currently planned by the teaching staff and Oak Academy is used for the other aspects of the curriculum. The SLT had spent a considerable amount of time researching the best way of delivering remote learning, looking at webinars from the DfE and other advice and this had influenced the move to using Microsoft Sway.  The Staff governor commented on how well Sway was working and using the You Tube videos along with the Dojo App had all had a positive impact on delivering the home learning. She felt that live teaching via teams would be very disruptive for the pupils as there could be too many disruptions with background noise etc.  The DHT commented that she had been monitoring the remote learning for Years R to 6 and had been impressed by the quality of learning provided. Staff had gone above and beyond with excellent examples of modelling, regular feedback and bespoke learning.  The HT and DHT both commented on how proud they were of staff who had risen to all the challenges, and this could be reflected in the positive feedback they had received from parents.  A parent had contacted Ofsted to report the outstanding and high quality remote learning that their child had received. Ofsted had responded by saying this comment would be kept on file and used at future inspections. Governors were delighted to hear of the positive comments that had been received compared to the negativity that had been expressed by a small percentage of parents in the first lockdown. The HT commented that she felt secure in what was being offered to pupils and could confidently say that it was high quality teaching.  Parent governors reiterated the success of the home learning and described how as working parents it gave them greater flexibility to plan their day so that they could accommodate their children’s learning as well as fulfilling their working responsibilities.  **Pupil Premium/PE Funding/Covid Catch up funding**  Governors had discussed all aspects of this at the recent Finance Committee meeting. The school had been allocated £12,160 (twelve thousand one hundred and sixty pounds) Covid catch up funding and had spent £16,102 (sixteen thousand one hundred and two pounds). The school had overspent as they had used the allocation for baseline assessment for all year groups in September with £7,000 (seven thousand) being used for gap analysis. Although there was an overspend of £4,000 (four thousand pounds) some of the pupils benefitting were PPG pupils so the school were able to use some of the PPG funding. .  The PE funding would be carried forward and it is hoped to fund an all-purpose outside PE court.  The impact of the additional funding enabled the School to have an additional teacher in Year 6 and focus TA’s in Year 1, EYFS and upper KS2 for interventions.  In year 2 the children were assessed for their statutory phonics screening in December 2020, as they had missed out on this in June 2020 due to the pandemic. The outcome was that 94% passed the assessment compared to 93% last year. This is above the national average. In order to meet the threshold the original pre-pandemic target that had been set for this cohort was 90%.  In EYFS 81% of pupils reached a Good Level of Development (GLD) with the pre-pandemic target having been set at 80% if they had been assessed in July in Year R.  The Vice Chair commented that these were excellent results and congratulated all involved. |  |
| 11 | **POLICIES**  All the following policies had been approved under HT report item 10.   * Redundancy and Restructure Policy The FGB agreed to adopt and ratify the Redundancy and Restructure Policy. * Pay Policy. The FGB agreed and approved the Pay Policy. * Charging and Remissions – This had been recommended by the Finance Committee for FGB approval. The FGB agreed and approved the Charging and Remissions Policy. * Bereavement and Loss - To be reviewed in depth to take account of the pandemic * Governor Visits Policy - . The policy was approved by the FGB. * Recruitment Policy – The School had adopted the KCC model policy. This was agreed and approved by the FGB. |  |
| 12 | **GDPR**  Governors learned that there had been 2 breaches under GDPR in December. The first involved the wrong file being sent to a parent in EYFS containing scanned copies of overtime folders. The staff affected were informed and did not want to take further action. The GDPR officer was contacted and did not feel that the matter warranted being sent to the ICO.  The second breach was a completed key worker form being sent to a parent instead of a blank form. The parent immediately deleted the file. The GDPR officer was informed. There was no action required to refer to the ICO. |  |
| 13 | **SAFEGUARDING**  The CoG had agreed an addendum to the Child Protection Policy, under an urgent Chair’s action. The addendum to the policy had been circulated to all members of the FGB and a copy is stored with these minutes. |  |
| 14 | **SEND** Following on from a monitoring update under item 6, no further discussion was required. |  |
| 15 | **STAFF WELLBEING** Governors were delighted to learn that the school had been awarded the national Wellbeing for Schools Award. The wellbeing governor thanked governors for their participation in the questionnaire they had completed. Following on from SWOT analysis by the Inclusion Manager it was apparent that governors felt that they could benefit from some additional training. After discussion it was agreed that the HT would approach the Inclusion Manager to see whether she would be happy to deliver a training session to the FGB either in a pre-meet before the next FGB or at a time that was convenient to all.  Governors were also signposted to the Wellbeing training on Myako.  The wellbeing governor thanked the DHT for all her hard work in collating all the evidence that was required to submit to the assessor each time he had visited.  The DHT commented that as part of Children’s Mental Health week, parents had been informed that the school had received this award.  **GOVERNOR WELLBEING**  The CoG discussed with the FGB the difficulties that they faced with not being able to visit in school and feel part of the school community. Moving forward the CoG would work with the Clerk to provide regular updates on what was going on in school as she was mindful that some of the information shared with parents would not necessarily reach the rest of the FGB. She reminded governors to always contact her if they had any questions or concerns and wanted to ensure that all members of the FGB felt engaged. | **HT to contact Inclusion Manager re bespoke governor wellbeing training.** |
| 16 | **COMMUNITY ENGAGEMENT**  Due to the pandemic there were no community events or news to report on. |  |
| 17 | **IMPACT OF MEETING**   * Welcome to new Co-opted Governors, June Budd and Michelle Dewhurst * Re-appointment of Mr Roland Parrott as Co-opted Governor for an additional term of office * Update on budget from Finance Committee – although budget not in as good a position at 6 monthly monitoring, 9 monthly monitoring shows the school to still be in a good position financially * Monitoring reports showed inspired visits with positive learning despite challenging circumstances * School Improvement Plan – HT and CoG to develop list of questions and activities to ensure monitoring visits in line with SIP targets and priorities * Policies – Governors approved and ratified the following policies – * Redundancy and Restructure Policy * Pay Policy. * Charging and Remissions – * Governor Visits Policy - * Recruitment Policy * HT Report provided an update on Covid Catch up funding, PPG funding and PE funding with impact of this being 94% of Year 2 pupils passing their phonics screening and 81% of EYFS pupils reaching a GSD * Remote learning – positive feedback from all aspects of remote learning * Attendance – Year in attendance 97.1% above the national average pre-pandemic. * Staff Wellbeing – National Wellbeing Award achieved by School * Governor wellbeing – CoG and Clerk to ensure all members of the FGB are kept up-to-date with all aspects of school life. * Chair’s actions had involved updating an addendum to the CP policy and reviewing the whole-school risk assessment following the announcement of the National Lockdown in January. |  |
| 18 | **ANY OTHER URGENT BUSINESS**  A governor asked if there had been any update on Ofsted inspections. The HT commented that there had been no further information provided.  The CoG was completing her National Chair’s course. Part of the course involves her being observed by two of her peers. It would be likely that this would be at the next FGB meeting on 25.03.21 and she wanted to inform governors prior to the meeting. |  |
| 19 | **CHAIR’S ACTIONS/CORRESPONDENCE**  The CoG had approved the School Risk Assessment in line with national lockdown January 2021 as a Chair’s action. A copy of the risk assessment was sent to all members of the FGB and a copy is stored with these minutes.  The CoG had investigated a formal complaint prior to Christmas. The complaint was now closed.  The CoG had written to a parent who was persistently disrespectful to members of staff. |  |
| 20 | **CONFIDENTIAL ITEMS**  Head Teacher’s Report – A confidential staffing issue, recorded under part 2 confidential items.  Head Teacher’s performance management – recorded under part 2 confidential items. |  |
| 21 | **UPCOMING DATES**  Nothing to record |  |
| 22 | **UPCOMING IMPACT MONITORING VISITS** nil |  |
| 23 | **DATE AND TIME OF NEXT MEETING.**  Monday 25th March 2021 6.30 pm prompt.  KD left the meeting at this point prior to confidential items, item 20 being discussed. |  |

Signed ……………………………………………….. Chair/Vice Chair

Dated ………………………………………………….

**Governor Actions**

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| **Item No** | **ACTION** | **RESPONSIBILITY** |
| 3 | SFVS for review and Finance Committee Meeting 19.03.21 and to report back to FGB 29.03.21 | Finance Committee |
| 4.2 | Finance Committee to review School Business Plan as ongoing action | Finance Commitee |
| 4.2 | H&S monitoring pair to circulate monitoring reports on H&S Policy and associated documents | H&S monitoring governors |
| 6 | HT to provide governors with link to Safeguarding training | HT to circulate all FGB to complte |
| 9 | School Improvement Plan – HT and CoG to review monitoringto align with SIP priorities and targets | HT & CoG |
| 13 | Wellbeing questionnaire – ongoing action | Wellbeing governor |
| 15 | Staff Wellbeing – HT to contact Inclusion Manager re bespoke governor wellbeing questionnaire | HT |